

Chief, Management Staff

23 November 1956

Chief, Records Management Staff

Weekly Report - Week Ending 23 November 1956

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1. The Subject-Numeric Filing System has been installed in the Office of the Chief, the Information Control Branch and the Analysis Branch of the Special Register, OCR. This system will also be installed in other parts of the Register.

2. Mr. [REDACTED] and I visited the Office Equipment Exhibit sponsored by the Diebold Company. Several ideas were obtained for use of some of their filing equipment which may improve our present systems.

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3. At the request of [REDACTED] we are assisting them in solving a filing problem. This is being done in cooperation with Mr. [REDACTED] who also has an assignment in [REDACTED]

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4. The New Building Furniture Committee has requested us to work with them and the Agency Architect in developing a suitable modular unit of furniture for the new building. A typical office of ten to twenty persons will be selected in the DD/I area by Mr. [REDACTED] for the development of this proposal.

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5. Mr. [REDACTED] completed 20 hours of on the job training.

6. In cooperation with the Pay Roll Branch a new form was developed for use in answering inquiries about the wages of former employees. This form eliminates individually prepared letters and may be inserted in a window envelope without folding.

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Mgt/S/RMS/I [REDACTED] fml (23Nov.56)

*[Handwritten signature]* 11/23/56